

## **Transcript and Audio**

### [Transcript Order Form](#)

- 1)** Complete and save a PDF copy of the Transcript Order Form.
- 2)** Log in the CM/ECF. Bankruptcy (or Adversary Proceeding) > Miscellaneous > enter case number [NEXT]
- 3)** Select “Transcript Order Form (Public Request)” [NEXT]
- 4)** Select Party Filer [NEXT]
- 5)** Upload completed Transcript Order Form [NEXT]
- 6)** Check “Refer to Existing Event(s)?” [NEXT]
- 7)** Select the related event category for which the hearing transcript is requested (example: motion) [NEXT]
- 8)** Select the related event for which the hearing transcript is requested (example: Motion for Relief from Stay) [NEXT]
- 9)** Is the transcript request related to an Appeal? If “Yes” an Expedited transcript must be ordered. [NEXT]
- 10)** Enter the hearing date of the hearing you want transcribed. [NEXT], [NEXT]

**11)** [NEXT]

**12)** The docket entry links to the filed Transcript Order Form and the related event for which the hearing transcript is requested.

### [Audio CD Request](#)

**1)** Log in to CM/ECF. Bankruptcy (or Adversary Proceeding) > Miscellaneous > enter case number [NEXT]

**2)** Select “Audio CD Request” [NEXT]

**3)** Select Attorney as applicable [NEXT]

**4)** Select Party, as applicable, [NEXT]

**5)** Upload completed Audio Recording Order Form [NEXT]

**6)** Enter type of hearing, date and time held [NEXT]

**7)** Acknowledge CD copy fee. [NEXT]

**8)** Docket text, modify as appropriate. [NEXT]

**9)** NEF appears.

**10)** Audio CD Request form and, after the payment from the paper filer clears, a receipt of payment will appear on the docket.

### [Transcriber Only - Downloading from the Transcript Download Server \(TDS\)](#)

- 1)** Log in [SUBMIT]
- 2)** From the list of available transcript files, select the appropriate file and click “Download”
- 3)** From the pop-up window, select “Save File,” Click “Ok.” Save file to your hard drive.
- 4)** When you are finished click on the [Logout](#) link to **COMPLETELY LOG OUT of TDS**, otherwise you will remain logged in until the Court IT Department logs you out.

You are completely logged out when the log in screen reappears.

- 5)** Access the selected file from where you saved it on your hard drive.

### [Transcriber Only - Acknowledgement of Request for Transcript](#)

- 1)** Log in to CM/ECF. Bankruptcy (or Adversary Proceeding) > Transcripts > Case Number [NEXT]
- 2)** Select “Acknowledgement of Request for Transcript” [NEXT]

**3)** Select the applicable docketed Transcript Order Form. Enter the date the request is received, and the date the transcript is expected to be completed. [NEXT], [NEXT]

**4)** NEXT.

**5)** The docket entry displays the date the transcript request was received, the expected completion date, the applicable docketed Transcript Order Form and the name of the Transcript Service Provider.

### [Transcriber Only - Upload Completed Transcript](#)

**1)** Log in to CM/ECF. Bankruptcy (or Adversary proceeding) > Transcripts > Case Number [NEXT].

**2)** Select "Transcript" [NEXT].

**3)** Upload completed Transcript [NEXT].

**4) WARNING:** If you are uploading a redacted transcript **DO NOT** use this event, instead go back to Step 2, above, and select the event "Redacted Transcript." If you are uploading a non-redacted transcript, click NEXT.

**5)** Enter the hearing date, a brief description of the transcribed matter (example: motion hearing, application hearing, witness testimony, trial, etc.) and in the last field enter the Transcription Service Provider name and contact information (such as a telephone number or email address) [NEXT].

**6)** CM/ECF automatically calculates the transcript redaction and access restrictions deadlines. Click NEXT.

**7)** Designate the type of transcript from the drop down menu, if applicable. Insert additional Transcription Service Provider contact information, if any, in the blank text box field. [NEXT]

**8)** NEXT

**9)** The docket entry links to the finished transcript, and displays the transcript redaction and access

## **Chapter 21 - Transcript and Audio**

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restrictions deadlines and the Transcript Service Provider contact information.

### **Source URL (retrieved on 06/05/2021 - 8:40pm):**

<https://www.canb.uscourts.gov/ecf/manuals/chapter-21-transcript-and-audio>